



Red Cliff Band of Lake Superior Chippewa Indians

88455 Pike Road

Bayfield, WI 54814

Phone: 715-779-3700 Fax: 715-779-3704

Email: redcliff@redcliff-nsn.gov

JOB DESCRIPTION

POSITION: Tribal Youth Advocate

LOCATION: Red Cliff Reservation

SALARY: \$15.00 - \$17.00 per hour, plus benefits

THIS IS A REGULAR FULL-TIME NON-EXEMPT POSITION

SUPERVISOR(S): Indian Child Welfare Director and FHSD Administrator

JOB SUMMARY: The primary goal of the Indian Child Welfare Department is to prevent the breakup of Red Cliff families and to prevent the permanent removal of Tribal Children from the custody of their parents. The person selected for this position will be required to respond and follow through on truancy notices from both Bayfield High School, as well as collaborate with the county for case management services to Juveniles in the court system.

DUTIES AND RESPONSIBILITIES:

1. To accept truancy referrals regarding minors alleged to be truant/in the juvenile delinquency system.
2. To coordinate with Bayfield County Health and Human Services, Red Cliff Tribal Court, and Bayfield school to develop case plans concerning any juvenile that is alleged to be habitually truant/in the juvenile delinquency system.
3. To meet regularly with the juvenile, their family, Bayfield school, Red Cliff Tribal Court, and Bayfield County Health and Human Services to develop truancy elimination plans.
4. To make reports to the Bayfield County Court and Red Cliff Tribal Court, and provide information or referrals to recognized agencies having an interest or service role concerning a Tribal child.
5. To maintain a confidential system of records, subject to disclosure to a non-party only upon order of the Bayfield County Court or Red Cliff Tribal Court.
6. Subject to the approval of the Tribal Council, negotiate service agreements with other recognized juvenile delinquency agencies.
7. Comply with all reporting requirements for funding sources as well as required internal reporting requirements.

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8. Conduct home visits on a regular basis.
9. To facilitate restorative justice or family group conferencing meetings with the juvenile and related parties.
10. Meet with Family Service Staff and other Tribal/County Programs to provide case management for clients.
11. Attend and participate in staff and other meetings, Coordinated Service Team, AODA Reduction team meetings, in-service, training and other events as directed by supervisor.
12. Provide or refer to appropriate agency individual/family counseling services for youth and their families involved with the Youth Advocacy program.
13. Assist the prosecutor with filing petitions; conduct investigations and case studies as necessary.
14. Assist families in whatever way possible to carry out their court ordered plans and work cooperatively with county and other social service agencies to ensure that services provided are appropriate and culturally relevant.
15. Present a professional, caring image to clients, of the Indian Child Welfare Program, the Youth Advocacy Program, and Family Services Programs.
16. Promote a working environment noted for effective cooperation and collaboration between programs, services and co-workers.
17. Provide telephone or in person testimony to off reservation Juvenile in Need of Protection cases.
18. Coordinate and host two focus groups per year for juvenile offenders.
19. Coordinate and host two talking circles per month that will be open for all youth to attend.
20. Perform other duties as assigned.

SUPERVISORY AUTHORITY: None

KNOWLEDGE: Knowledge of Indian Child Welfare Act, Wisconsin's Juvenile Justice Code (Chapter 938), and the uniqueness of the Red Cliff Community. Knowledge of tribal and county service providers. Knowledge of the unique culture of Red Cliff and extended family system.

QUALIFICATIONS:

1. Bachelor's degree in social service related field, including; Sociology, Psychology, Juvenile Justice, or a Bachelor's degree in Social Work, or if no degree must have a minimum of 4 years experience working in a Child Protection/Juvenile Justice/Indian Child Welfare Department.
2. Training in ICWA (Indian Child Welfare Act) and knowledge of the uniqueness of the Red Cliff community, preferred or have the training within 6 months of hire.
3. Training or knowledge of historical trauma and how it affects the Red Cliff Community.
4. Must have basic understanding of the extended family system as it exists in Red Cliff.
5. The experience/ability to take an active role in the grant and budget development process.
6. Experience working closely with families, performing home visits, performing needs assessments.
7. In-depth knowledge of Tribal and County Service Providers.
8. Training in Targeted Case Management (Medicaid) within 6 months of hire, or as soon as the training is available.
9. Training in CANS (Child and Adolescent Needs and Strengths) within 6 months of hire, or as

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soon as the training is available.

10. Training in Restorative Justice and/or Family Group Decision Making within 6 months of hire, or as soon as the training is available.
11. Must have a valid driver's licenses, vehicle and insurance. Maintain driver's eligibility as a condition of employment. And be insurable on the tribe's vehicle policy.

PERSONAL CONTACTS: Daily contact with clients, Bayfield school district, other Tribal staff, Bayfield County staff, other Tribal ICW programs and other county and state social service programs.

PHYSICAL REQUIREMENTS: The duties assigned to this position involve bending, stooping, lifting, overhead lifting and carrying items under 50 pounds.

WORK ENVIRONMENT:

Indian Child Welfare Office

Appearances in Bayfield County Court and Red Cliff Tribal Court

Residences in the Tribal Service Area

Meetings at Bayfield High School

TRAVEL REQUIREMENTS: Will require overnight travel to attend meetings, training, and transporting clients. Home visits to clients in the Red Cliff Service Area.

Indian preference will be applied in the case of equally qualified applicants, but all qualified applicants will be considered.

APPLICATION SUBMITTAL REQUIREMENTS: The following items are required for this position:

1. Completed Tribal Application; available on the tribal website
2. Tribal Background Investigation Disclosure; available on the tribal website
3. Resume with at least 3 references.
4. Post-secondary transcripts; if applicable

POSTING DATE: December 6, 2018

DEADLINE: Open until filled

FOR FURTHER INFORMATION:

Red Cliff Tribal Administration Building Human Resource Department

88455 Pike Road

Bayfield, WI 54814

www.redcliff-nsn.gov

susie.gurnoe@redcliff-nsn.gov

(715) 779-3700 ext. 4268

The Red Cliff Tribal Council has a Drug Free Work Place Policy and adheres to the intent of the Drug Free Work Place Act. All new hires are subject to a drug test prior to starting.

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ALL APPLICANTS FOR EMPLOYMENT WITH THE RED CLIFF TRIBE ARE SUBJECTED TO THE BACKGROUND INVESTIGATION AND OTHER REQUIREMENTS OF RCCL CHAPTER 43, AND THAT YOU ARE UNDER A CONTINUING OBLIGATION TO SUPPLEMENT THIS APPLICATION FOR EMPLOYMENT WITH INFORMATION CONCERNING ANY CONVICTIONS THAT OCCUR AFTER COMMENCEMENT OF EMPLOYMENT WITH THE TRIBE.

EMPLOYEE BENEFITS PACKAGE

THE EMPLOYEE BENEFITS PACKAGE INCLUDES THE FOLLOWING:

1. A Health Insurance Plan which is through the Federal Employee Health Benefits (FEHB). FEHB is offered for both single and family coverage. Employees considered to be full time status will be required to pay 12% of the premium for the plan selected.
2. The Dental package is through Delta Dental. This benefit is offered at no cost to the employees with single or family medical coverage.
3. Short Term Disability is offered to all employees at no cost and pays 60 % of weekly pay for a maximum of 90 days if you get sick or injured off the job.
4. Life insurance of \$15,000 is included at no cost to all employees. Spouses are covered at \$7,500.00 and children are prorated. Employees can purchase additional life insurance from the plan provider at their own cost.
5. Profit Sharing Plan with a 401(k) component is offered to employees after one year of work, with a minimum of 1000 hours. The Tribe puts 3% of employee's wages into the Profit Sharing Plan.
6. The Tribe also offers General Leave to Full time employees. Employees will accrue 16 hours of General Leave per month and can accumulate up to 192 hours per year. After 5 years of employment, General Leave goes up to 20 hours per month with a maximum of 240 hours.
7. The Tribe observes a total of 12 paid holidays.